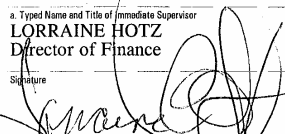
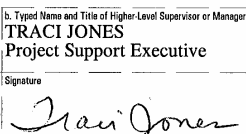


# **POSITION DESCRIPTION** *(Please Read Instructions on the Back)*

<b>2. Reason for Submission</b> <input type="checkbox"/> Reassignment <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		<b>3. Service</b> <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	<b>4. Employing Office Location</b> Orlando, FL	<b>5. Duty Station</b> Orlando, FL	<b>1. Agency Position No.</b> 12997
<b>7. Fair Labor Standards Act</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		<b>8. Financial Statements Required</b> <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		<b>9. Subject to IA Action</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>10. Position Status</b> <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		<b>11. Position is:</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	<b>12. Sensitivity</b> <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		<b>13. Competitive Level Code</b>  <b>14. Agency Use</b>
<b>15. Classified/Graded by</b>					
<b>Official Title of Position</b>					
<b>Pay Plan</b>					
<b>Occupational Code</b>					
<b>Grade</b>					
<b>Initials</b>					
<b>Date</b>					
<b>a. U.S. Office of Personnel Management</b>					
<b>b. Department, Agency or Establishment</b>					
<b>c. Second Level Review</b>					
<b>d. First Level Review</b>					
<b>e. Recommended by Supervisor or Initiating Office</b>					
<b>16. Organizational Title of Position (if different from official title)</b>					
<b>17. Name of Employee (if vacant, specify)</b>					

<b>18. Department, Agency, or Establishment</b> Department of the Army		<b>c. Third Subdivision</b> Project Support Group
<b>a. First Subdivision</b> ASA (ALT)		<b>d. Fourth Subdivision</b> Finance Directorate
<b>b. Second Subdivision</b> PEO STRI		<b>e. Fifth Subdivision</b>
<b>19. Employee review - This is an accurate description of the major duties and responsibilities of my position.</b>		
<b>20. Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the		

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

<b>a. Typed Name and Title of Immediate Supervisor</b> LORRAINE HOTZ Director of Finance	<b>b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)</b> TRACI JONES Project Support Executive
Signature: 	Signature: 
Date: 9/15/03	Date: 9/15/03

<b>21. Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. Sally Wagner, Director, HRO	<b>22. Position Classification Standards Used in Classifying/Grading Position.</b> USOPM PCS for Management & Program Analysis Series, GS-0343 TS-98 dtd Aug 1990; OPM GS-0099 General Student Trainee Series Definition; USOPM Introduction to Position Classification Standards, Section III, Titling Practices
<b>Typed Name and Title of Official Taking Action</b> Sally G. Wagner 9/15/03	<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

<b>23. Position Review</b>		<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>
<b>a. Employee (optional)</b>									
<b>b. Supervisor</b>									
<b>c. Classifier</b>									

**24. Remarks**  
 Position is at full performance level.  
 BUS: 7777

**25. Description of Major Duties and Responsibilities (See Attached)**

Previous Edition Usable

OF 8 (Rev. 1-85)  
 U.S. Office of Personnel Management  
 FPM Chapter 295 USAPPC V1.00

## Student Trainee (Program Analysis), GS-0399-07

### MAJOR DUTIES

1. Serves as a graduate level Student Career Experience Program (SCEP) trainee performing a variety of assignments within the Program Analysis field involving different and unrelated situations, processes and methods. Completes on-the-job- training, and/or self development as set forth in the incumbent's Individual Development Plan and Training Agreement. Works independently or as a team member performing assignments of average difficulty and responsibility progressing to the more difficult which require and enhance knowledge and experience in the principles, concepts, practices, and techniques utilized in career program area.

100 %

Performs other duties as assigned.

### FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - FL Level 1-5 750 Points

Knowledge of basic principles, practices, and methods of the specific functional area(s) acquired through structured on-the-job and classroom training sufficient to do entry-level work

.

### FACTOR 2. SUPERVISORY CONTROLS - Level 2-1 25 points

How Work Is Assigned - The supervisor instructs the employee on what to do, the methods to use, what to look for, and what to bring to the supervisor's attention. When the supervisor assigns developmental tasks, or tasks involving the use of new formats, methods, or procedures, the supervisor typically provides detailed and specific instructions covering such things as:

- sources of information;
- guidelines to be used;
- forms and worksheets on which to enter data;
- the end product desired; and
- the analytical steps the employee is to follow in arriving at the product.

Employee Responsibility - The employee performs work as instructed. The employee consults with the supervisor or a higher-grade co-worker when clarification of instructions is necessary. The employee also receives guidance on problems and work methods not specifically covered by the original instructions.

How Work Is Reviewed - The supervisor reviews work while in progress and upon completion to see that the employee followed directions and the results are complete and accurate.

#### FACTOR. 3 GUIDELINES - Level 3-2 125 points

Guidelines Used - The employee uses a number of procedural guidelines that specifically cover the assigned work. These guidelines include such items as clear precedents applicable to similar situations, applicable portions of functional area handbooks or agency manuals, specific audit plans, and/or written instructions.

Special instructions relate to the specific characteristics of the assigned work.

Judgment Needed - The employee uses judgment in locating and selecting the proper procedural and technical instructions and in performing those aspects of the work not specifically prescribed.

The employee refers situations that do not readily fit instructions or applicable guidelines to the supervisor or a higher-grade employee.

#### FACTOR 4. COMPLEXITY - FL 4-3 - 150 POINTS

The work involves the use of different and unrelated processes and methods. Decisions of what needs to be done depend upon analysis of the subject, phase or issue involved in each assignment, and the course of action may have to be selected from many alternatives.

#### FACTOR 5. SCOPE AND EFFECT - FL 5-3 - 150 POINTS

The work involves a variety of conventional problems, questions, or situations, which must be addressed and resolved through unrelated, but established processes. Reports and recommendations affect the operation and management of systems or programs studied.

#### FACTOR 6/7. PERSONAL CONTACTS AND PURPOSE OF CONTACTS - FL 2B - 75 POINTS

Contacts are with employees and managers within and outside the Command. Occasional contact with private contractors.

Purpose of contacts is to exchange information, plan, coordinate, make recommendations on work studied and/or analyzed and to recommend solutions to problems in areas studied.

#### FACTOR 8. PHYSICAL DEMANDS - FL. 8-1 - 5 POINTS

Work is primarily sedentary. No significant physical agility or exertion required.

FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 POINTS

Work is usually performed in an office setting with adequate heating, lighting, and ventilation. No significant risk, discomfort or safety factors.

TOTAL POINTS - 1385